

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Senior Project Manager	Job Family: 2
General Classification: Management	Job Grade: 36

Definition: To manage, coordinate and facilitate Capital Improvement Program (CIP) projects and to provide support to City departments in managing CIP projects; achieve the planning, design, development and implementation of high quality CIP's in a timely, efficient and cost effective manner.

Distinguishing Characteristics: This is an advanced journey level class in the professional Project Manager series. Positions in this class will typically manage projects of considerable size, difficulty and/or complexity under the general direction of the Capital Program Manager. They typically possess specialized knowledge, skills, abilities or experience to allow them to use independent judgment in the performance of their duties and be capable of carrying out work with little guidance or supervision. Direction is provided by the Capital Projects Manager. May exercise indirect or functional supervision over other departmental staff. Supervise the work of consultants and contractors.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Work with other Public Works divisions as well as other department heads and department staff members, architects, planners, Council-appointed commissions or committees, other public agencies, developers and others in the development and implementation of project feasibility studies, concepts, programming, planning, design, construction and other activities for assigned projects.
2. Develop, recommend and maintain accurate and current project budgets. Manage cost and quality controls in all project activities. Assist in development of procedures, policies, recordkeeping and duties as required related to overall administration of CIP projects.
3. Supervise the work of contract consultants retained to provide particular expertise in project studies, programming, development, design or management. Participate in, or manage the selection, hiring and development of contracts with consulting firms. Act as owners' representatives for the City in directing consultants.
4. Plan, prepare and communicate schedules and progress records of project activities and expenditures, and assist others in establishing project schedules and

milestones. Develop critical path or project flow diagrams to plan, set and evaluate progress on project tasks.

5. Review, analyze and prepare reports and other correspondence on all activities and transactions related to assigned projects, and provide timely information and status updates on assigned projects.
6. Assemble and analyze information and prepare reports for the City Council, City departments, the public and news media.
7. Give presentations and conduct meetings on all issues regarding assigned projects, both within the City organization and for Council, its committees and the citizenry. May include reports on program, feasibility, site options, budget, schedule, design alternatives or construction issues.
8. Direct, supervise and coordinate the work of City staff working on assigned projects.
9. Other related duties as required.

Minimum Qualifications:

Knowledge of: Project management principles and techniques; procedure for planning and establishing plans, specifications, construction and inspection for Public Works projects; design and construction principles, methods, materials and equipment used on Public Works construction; principles and practices of public administration; budget preparation and administration; applicable laws and ordinances; computers, various software packages, or ability to learn, standard office equipment; principles and practices of supervision and personnel management are desirable; contract language administration and content; potential for legal implications of various actions, safety and legal documentation required for implications; other City departments, agencies and organizations affected by capital improvement projects.

Ability to: Coordinate and supervise municipal improvement projects, equipment acquisition projects and consultant studies; communicate highly effectively, both orally and in writing; make effective presentations; organize and run meetings that result in decisions and continued project progress; apply and interpret project management principles and techniques including superior interpersonal team building and negotiating skills; establish and maintain effective working relationships with City officials, consultants and contractors, the general public and fellow employees.

Position Title: Senior Project Manager

Page 3

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Four years of progressively responsible experience in professional project management; equivalent to graduation from an accredited college or university with a bachelor's degree in planning, engineering, architecture or a related field.

Required Licenses or Certificates: Possession of, or ability to obtain, a valid California driver's license.

Established July 1989

Revised December 2000

CLASS SPECS

CS130-M^